

## Adding a Dependent

**1. Spouse** - Employees may add a new spouse by notifying the Benefits Analyst in Human Resources and by submitting the proper plan enrollment/change forms and a copy of the Certified Marriage Certificate to Human Resources within 30 days of the marriage. Failure to notify the Benefits Analyst timely and/or submit the proper documentation will result in your new spouse not being eligible for enrollment until the next regular Open Enrollment period (typically held each October).

**2. Domestic Partner-** Except where required by law, an employee may enroll their same-sex domestic partner by notifying the Benefits Analyst in Human Resources and by submitting a completed (must be notarized) Affidavit of Domestic Partnership or a Certificate of Registration of Domestic Partnership from the State, along with the proper plan enrollment/change form(s) to Human Resources within 30 days of the certification.

If your spouse/domestic partner is not currently enrolled in a District Plan because they have their own coverage (other than COBRA) and they lose that other coverage, you can enroll them as your spouse/partner by submitting proper enrollment form(s) and a certified Marriage Certificate, the District's Affidavit of Domestic Partnership or a Certificate of Registration of Domestic Partnership, as applicable, within 30 days from the date they lost coverage.

**3. Newborn** - Employees may add their newborn child by notifying the Benefits Analyst in Human Resources and submitting the proper plan enrollment/change form(s) to Human Resources within 30 days of the child's birth. A copy of the child's Certified Birth Certificate from the county they were born in is required upon enrollment. Once the child's social security number is received (they typically take longer than 30 days to receive) the employee must provide it to the Benefits Analyst in Human Resources.

**4. Adoption/Court Order** - Employees may add a child placed with them for adoption or by court order by notifying the Benefits Analyst in Human Resources and submitting the proper plan enrollment/change form(s) to Human Resources within 30 days of the adoption or order.

**5. Stepchild** - Step children may be enrolled upon the marriage/domestic partnership to their biological parent by notifying the Benefits Analyst in Human Resources and submitting the proper plan enrollment/change form(s) to Human Resources within 30 days of the marriage/partnership. Along with the documentation required above for adding a new spouse or domestic partner, the child's certified birth certificate from the county in which he/she was born is also required.

**6. Adult Child** - Adult children between the ages of 19 to 25 who are full-time students at an accredited institution may be covered by your dental, vision and or EAP until the last day of the month they turn 25, and up to age 23 for life insurance. To enroll your adult child, age 19 - 24, you must submit the District's Student Certification form and proof they are a full time student at an accredited institution to enroll in dental, vision and/or EAP coverage, life insurance to age 22. Adult children who are not full-time students but later go back to school may be added back on to your coverage by following the instructions above once reenrolled in an accredited institution.

Adult children may be covered by your medical plan (Kaiser or Anthem Blue Cross) until age 26 regardless of student or dependent status. .

Forms:

[Kaiser Enrollment/Change Form](#)

[Anthem Blue Cross Enrollment/Change Form](#)

[Delta Dental Enrollment/Change Form](#)

[VSP Enrollment/Change Form](#)

[Student Certification Form](#)

You can order a certified Marriage Certificate and/or Birth Certificate from the Santa Clara County Office of the Clerk Recorder online at [County Clerk-Recorder - County of Santa Clara](#)

The District's regular Open Enrollment period is typically held each October 1-31. During that period, any eligible dependent may be enrolled or terminated from coverage. The effective date of any change is that November 1<sup>st</sup>.

For this and any other benefit need, please contact:

Michelle McKay

Benefits Analyst

[michelle.mckay@sjeccd.edu](mailto:michelle.mckay@sjeccd.edu)

408.223.6713